

September 26, 2007

FEDERAL TRAVEL REGULATION
Amendment 2007-04

TO: Heads of Federal agencies

Subject: Amendment 2007-04, FTR Case 2007-303, Relocation Expenses Test Programs

1. Purpose. The Travel and Transportation Reform Act of 1998 (Pub. L. 105-264, October 19, 1998), authorized Federal agencies to conduct travel and relocation expenses test programs when determined by the Administrator of General Services to be in the interest of the Government. The provisions of the Act were implemented by a Federal Travel Regulation (FTR) amendment, and published in the *Federal Register* at 64 FR 28880, May 27, 1999. They permit agencies to test new and innovative methods of reimbursing travel and relocation expenses without seeking a waiver of current rules or authorizing legislation. However, the test authority for the travel and relocation programs expired in October 2005.

Pub. L. 109-325, October 11, 2006, amends 5 U.S.C. 5739 by extending the authority for the General Services Administration (GSA) to approve relocation expenses test programs for an additional four years. In addition, the law removes the 24-month period in which an agency had to complete an approved relocation expense test program. The amendments provided by Pub. L. No. 109-325 are effective as though enacted as part of the Travel and Transportation Reform Act of 1998.

This final rule incorporates Pub. L. 109-325 by removing the required period of time to complete a relocation test program and extends the authority to conduct relocation tests for an additional four years. The authority to conduct a travel test expense program was not renewed; accordingly, this final rule also deletes those provisions. The FTR and any corresponding documents may be accessed at GSA's Website at <http://www.gsa.gov/ftr>.

2. Effective date: September 7, 2007.

3. Background. On October 19, 1998, the President signed into law the Travel and Transportation Reform Act of 1998 (the Act) (Pub. L. 105-264). In applicable part, the Act authorized travel and relocation expenses test programs designed to enhance cost savings or other efficiencies that may accrue to the Government. The provisions of the Act were implemented by Federal Travel

Regulation (FTR) Amendment Number 83, dated May 7, 1999, and published in the *Federal Register* on May 27, 1999 (64 FR 28880). The provisions of the Act terminated October 2005. Public Law (Pub. L.) 109-325, October 11, 2006, extends the provisions relating to relocation test programs for an additional four years. This final rule implements the provisions of Pub. L. 109-325 by authorizing the continuance of the relocation expense test programs.

This final rule also requires agencies having an approved test program to submit annual reports on the progress of the test to the General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management. Failure to submit a report may cause termination of the test program approval. In addition, this final rule removes the provisions of the FTR relating to travel test programs as there is no longer any statutory authority for conducting such tests.

4. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

General TOC,
iii and iv

Chapter 300 TOC,
300-i and 300-ii

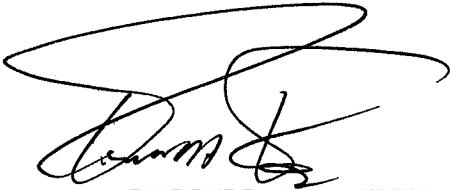
300-80-1 and 300-80-2

Insert pages

General TOC,
iii and iv

Chapter 300 TOC,
300-i and 300-ii

300-80-1 and 300-80-2



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Part 300-3—Glossary of Terms

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PART 300-80—RELOCATION EXPENSES TEST PROGRAMS

Authority: 5 U.S.C. 5707, 5738, and 5739.

§300-80.1 What is a relocation expenses test program?

It is a program to permit agencies to test new and innovative methods of reimbursing relocation expenses without seeking a waiver of current rules or authorizing legislation.

§300-80.2 Who may authorize test programs?

The Administrator of General Services may authorize an agency to conduct tests when the Administrator determines tests to be in the interest of the Government.

§300-80.3 What must be done to apply for test program authority?

The head of the agency or designee must design the test program to enhance cost savings or other efficiencies to the Government and submit in writing to the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405:

- (a) An explanation of the test program;
- (b) If applicable, the specific provisions of the FTR from which the agency is deviating;
- (c) An analysis of the expected costs and benefits; and
- (d) A set of criteria for evaluating the effectiveness of the program.

§300-80.4 How many test programs may be authorized by GSA throughout the government?

No more than 10 relocation expense test programs may be conducted at the same time.

§300-80.5 What factors will GSA consider in approving a request for a relocation expenses test program?

The following factors will be considered:

- (a) Potential savings to the Government.
- (b) Application of results to other agencies.
- (c) Feasibility of successful implementation.
- (d) Number of tests, if any, already authorized to the same activity.
- (e) Whether the request meets the requirements of [§300-80.3](#).
- (f) Other agency requests under consideration at the time of submission.
- (g) Uniqueness of proposed test.

§300-80.6 What limits are there to test programs?

None. When authorized by the Administrator of General Services, the agency may pay any necessary relocation expenses in lieu of payments authorized or required under [Chapter 302](#) of this title.

§300-80.7 What is the maximum duration of test programs?

The duration of a test program is 24 months from the date of authorization unless terminated prior to that date by the Administrator of General Services due to changes in law or regulation. Extensions of the 24 month period may be granted by the Administrator of General Services for up to an additional 24 months, but not beyond October 2009, the expiration of the test authority. A request to extend the test program shall be submitted to the Administrator of General Services not later than 45 days prior to the expiration of the original test period.

§300-80.8 What reports are required for a test program?

Two reports are required:

- (a) The Administrator of General Services must submit a copy of an approved test program to Congress at least 30 days before the effective date of the authorized test program.
- (b) The agency authorized to conduct the test program must submit the following reports:

(1) An annual report on the progress of the test, submitted to the General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management (Attention MTT), Washington, DC 20405. The Administrator or designee may terminate the test program approval for failure to comply with these reporting requirements; and

(2) A final report on the results of the test program must be submitted to the General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management (Attention MTT), Washington, DC 20405, and to the appropriate committees of Congress within 3 months after completion of the program.

§300-80.9 When does the authority of GSA to authorize test programs expire?

The authority to conduct test programs expires on October 20, 2009.

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